

**CLEMSON UNIVERSITY
CLASSIFIED STAFF SENATE
EXECUTIVE COMMITTEE**

November 29, 2005
8:30 AM
809 University Union

Present: Ron Addis, Lynn Boiter, Richard Cowan, Dave Crockett, Gary Gaulin, Phil Landreth, Jenny Peay, Michelle Piekutowski, Dan Schmiedt, Chris Sober

Absent: Cindy Long, Julia McBride, Gary Pye

Guest: Lawrence Nichols

President Richard Cowan called the meeting to order at 8:41 AM.

1. **Approval of Minutes:** Dan Schmiedt motioned to approve the minutes of the November 1, 2005 Executive Committee meeting as submitted. Ron Addis seconded the motion. The vote was unanimous.
2. **Announcements from the President**
 - A. **Academic Council**, Richard Cowan. No report.
 - B. **Administrative Council**, Lawrence Nichols. 1) Consultants were hired to review the CU website. Problems were cited with the navigation and consistency of the website. Goals are to improve the visual appearance, create consistency and increase ease of navigation. Several areas including the Provost, Human Resources and Development were selected for a pilot projects. These departments were selected because of the broad range of users. The pilots are estimated to begin in a couple of months. Details regarding implementation, time frame and cost are still pending. The primary goal is for the consulting company to do the work, but that decision will not be finalized until all of the financial implications are reviewed. This project is working in conjunction with DCIT on the web accessibility requirement of 2006. 2) Changes were approved in the policy governing the use of university facilities.
 - C. **Board of Trustees**, Richard Cowan. Has not met.
 - D. **Governmental Affairs**, Lynn Boiter. No report.
 - E. **President's Cabinet**, Richard Cowan. Has not met.
 - F. **Other:**
3. **Treasurer's Report**, Michelle Piekutowski. In Fund 49, the balance is \$3,563.83 and the last bill from the Mystery Dinner Theater has been received. E& G money remaining is \$3,648.71 in OTHER and \$419.66 in TRAVEL. The Vending balance is \$4,515.78. Three payments made were (1) \$80.46 for Benefits Fair and Scholarship Recipient Reception expenses paid to Karon Donald; (2) \$79.82 for miscellaneous supply expenses paid to Karon Donald; (3) \$159.00 to Aramark. The principle for the Endowment is \$185,318.08. The FY05 official amount will be given when the report is received. The Annual Fund balance is \$12,106.28. Gary Gaulin motioned to approve the report as submitted. Jenny Peay seconded the motion. The vote was unanimous.
4. **Standing Committees**
 - A. **Activities**, Julia McBride/Gary Pye. No report.
 - B. **Communications**, David Crockett. Work has begun on transitioning to the new website. Dave Crockett will work on updating the photographs and department/senator lookup tool on the new site.

- C. **Membership**, Chris Sober. Karon Donald sent out nomination forms via email seeking commitments from Senators whose first terms are expiring in 2006.
- D. **Policy and Welfare**, Dan Schmiedt. The committee is working on a survey to send to unclassified staff. Dan Schmiedt read the draft survey to the committee. The survey asks the unclassified staff if they would like representation, and if so, by what entity. The two representation options are the Faculty Senate and the Classified Staff Senate. Debra Jackson will review the survey prior to distributing to unclassified staff.
- E. **Scholarship**, Jenny Peay. Meetings will begin in January to plan the golf tournament.

5. **Unfinished Business**

A. **Ombudsman:**

- 1) **Search Committee:** Due to coordinating schedules and arranging meetings the committee should be small in number. It should consist of at least five, but no more than seven members. Connie Lee, Faculty Senate President and Gene Troutman, Executive Secretary to the Board of Trustees have expressed interest in serving on the search committee. Phil Landreth recommended having four classified staff committee members. Gary Gaulin suggested selecting current and past presidents of the Classified Staff Senate to serve on the committee. The consensus of the Executive Committee was to ask Richard Cowan, Lynn Boiter, Ron Addis and Phil Landreth to serve on the search committee. Richard Cowan will extend an invitation to Gordon Halfacre, Connie Lee and Gene Troutman to serve on the Staff Ombudsman Search Committee. Proposed committee members: Richard Cowan, President of the Classified Staff Senate; Lynn Boiter, Vice President of the Classified Staff Senate; Ron Addis, Ex-Officio of the Classified Staff Senate; Phil Landreth, Ex-Officio and Secretary of the Classified Staff Senate; Connie Lee, Faculty Senate President; Gene Troutman, Executive Secretary to the Board of Trustees; Gordon Halfacre, Ombudsman for Faculty and Graduate Students.
- 2) **Job Description:** Lawrence Nichols will work on narrowing the job description to two or less pages. Richard Cowan spoke about some information he found regarding ombudsman positions. Karon Donald will make copies of the handouts, and distribute to the Executive Committee via interdepartmental mail. The handouts provided information on the ombudsman offices at the University of Virginia, Southern Illinois University Carbondale, Kent State University (Attachment A). A position advertisement was also included for the National Institutes of Health (Attachment B).
- 3) **Salary:** Jenny Peay asked Lawrence Nichols about salary expectations for the position. He replied that \$60,000 was the amount he used in his discussions with President Barker. Lynn Boiter inquired about the position classification. She wanted to know if the position would be unclassified or classified. The group strongly agreed with making every attempt to keep the position classified. The position will be funded through the Human Resources Department.
- 4) **Location:** The plan is to provide office space at the Clemson House for the staff ombudsman position. This location is preferred because of privacy, shared support staff, and mentoring opportunities.
- 5) **Oversight Committee:** Lawrence recommended reviewing the Faculty Manual for guidance in structuring this committee.

- B. **2006 Senator Vacancies:** Chris Sober stated that with the large amount of vacancies occurring in 2006, Senators-at-large will need to be utilized.

Recommendations to increase participation:

- 1) **Speakers:** Change from monthly to quarterly and keep to a time limit. Suspend the business portion of the meeting when President Barker addresses the Senate.
- 2) **Alternates:** Review the Faculty Senate policy on attendance. The Senators from each area would serve as each others alternate.

- 3) **Business:** Too many items are being discussed and decided in the Executive Committee meetings. Bring more issues before the Senate for discussion.
- 4) **Meetings:** Phil Landreth made a motion to invite three Senators to attend the Executive Committee meeting in January in an effort to increase participation. Dan Schmiedt seconded the motion, and the vote was unanimous.
6. **New Business:** Lynn Boiter asked if letters were sent to Senators with attendance problems. Letters were sent to Keith Chapman and Brad Goff. The letters reminded them of the attendance policy, next meeting date and time, and stressed the importance of the Senate to Clemson University. Lynn Boiter made a motion to notify the supervisors in writing if Keith Chapman or Brad Goff was not in attendance at the December 13, 2005 meeting. Jenny Peay seconded the motion, and the vote was unanimous.
7. **Announcements**
8. **Adjournment:** There being no further business, Dan Schmiedt motioned to adjourn. Jenny Peay seconded the motion, and the meeting adjourned at 10:30 AM.

Next Meeting: Tuesday, January 31, 2006, 8:30 AM, 809 University Union